

William Chapman

General Services Administration - Federal Acquisition Service Region 5

01/2018 - Present

Series: 1102 Contract Specialist Pay Plan: GS Grade: 13

Hours per week: 40

References:

(b) (6)

- **(b) (6)** FAC-C Level III Certification and Level IV Unlimited Warrant
- Works with Office of Policy and Compliance to develop policy and procedures for 2018 NDAA Section 889 Part A and B implementation
 - Provides suggestions and comments on draft policies and procedures
 - Presents ideas and suggestions for policy and process improvements
- Briefs Senior Leadership and staff regarding upcoming changes and new developments
 - Presents options and recommendations to HCA for upcoming challenges
 - Provides regular status updates on the SCRM program to regional staff
- Reviews and analyzes existing and proposed regulations and policies
- Reviews and provides feedback and input for SCRM training program
- Trains other SCRM Champions on existing and proposed regulations
- Developed, presented, and implemented new Contract Review Board process
 - Evaluated the existing program operation and process
 - Presented a solution to Senior Leadership that was accepted
 - Drafted final policy to implement the new procedures
 - Improved collaboration, review and approval of contract file documents
- Initiated and led internal transition of working files from Government server to commercial cloud environment
 - Evaluated and analyzed the existing setup and proposed a recommended alternative
 - Solicited input from stakeholders, analyzed their needs, and resolved conflicts
 - Regularly provided status updates to end users and Senior Leadership
 - Provided training for end users
 - Significantly improved document collaboration and accessibility
- Led project for Regional Contracting and Assisted Acquisition Services website
 - Provided updates to management
 - Collaborated with end users to determine needs and propose solutions
- Manages 50+ active contracts and task orders with a combined ceiling of \$1.25 billion
 - Supports clients from Department of Defense and Civilian agencies
- Awarded the first SBIR Phase III contract in the Region under the GSA Pilot program
 - Created and presented pre-solicitation documents for review by the Senior Procurement Executive
 - Worked with the Office of Policy and Compliance to ensure compliance with procurement laws, regulations and policies
 - Routed multiple acquisitions for Senior Procurement Executive (SPE) approval
 - Awards firm fixed price, firm fixed price level of effort, time and materials, and cost plus

- fixed fee type task orders
 - Presented the Acquisition Review Briefing to the Office of Policy and Compliance and Senior Procurement Executive
 - Routed Justification and Approval for SPE Signature
- Awards and administers competitive IT Service contracts and task orders
- Leads source selection and negotiation
- Creates and presents pre-award documentation for review and approval by senior leadership including acquisition plans, market research, justifications for other than full and open competition, solicitations, price/cost analyses, fair and reasonable determinations, trade-off documentation, and award recommendations
- Collaborates with GSA and Client representatives on post-award activities
- Processes closeouts, FPDS reports and CPARS timely
- Partnership for Public Service - Leadership Excellence for Acquisition Professionals
 - Graduated August 2020
- GSA Region 5 Leadership Development Collective Core Council
 - Leads the TED Talks Group focusing on DEIA and leadership topics
- FY20 Region 5 Mentor
 - Met biweekly with mentee to discuss career development, challenges, and opportunities

DHS - Federal Emergency Management Agency Region V

08/2016 - 01/2018

Series: 1102 Contract Specialist Pay Plan: GS Grade: 13

Hours per week: 40

Reference: (b) (6)

- Held FAC-C Level III certification and Level III Unlimited Warrant
- Developed and executed the Regional Planning, Programming, Budgeting and Execution program
- Led project managers and CORs to develop a multi-year purchasing plan
- Prepared an annual procurement plan and submitted for review and approval by the Regional Administrator
 - Solicited, evaluated, negotiated, awarded, and administered contracts for the procurement of supplies and services
 - Presented formal briefings to management and senior level staff on procurement actions
 - Determined the types of procurement instruments to be used which best meet the needs of the Agency
 - Advised management and staff on the best instruments and guidance for the expedient delivery of goods and services in support of various programs and operations
- Executed awards consistent with Agency policy for both regional and disaster operations, occasionally under urgent and compelling circumstances
 - Reviewed scopes of work, and provided feedback to internal customers to ensure that competitive and responsive offers were received
- Directed assignments and reviewed work of contract specialists and purchasing agents
 - Worked with senior leadership to ensure that new policy and processes were followed

General Services Administration - Public Buildings Service Region 5

03/2010 - 08/2016

Series: 1102 Contract Specialist Pay Plan: GS Grade: 12

Hours per week: 40

Reference: (b) (6)

- Held FAC-C Level III certification and Level III Unlimited Warrant
- Led the first Design/Build contract award in Region 5 using best value practices
- Reviewed and approved pre- and post-award procurement documents created by contract specialists for construction services contracts
- Tracked expired contracts and draft awards to evaluate contracting program effectiveness and adherence to established policies and regulations
- Independently created and implemented policies and procedures to ensure regional compliance with newly issued guidance
 - Provided training for all regional contracting officers and supervisors
 - Created and shared documents to help contracting officers with contract file creation
- Performed pre-award and post award activities for multiple \$100M+ courthouse construction projects
 - Worked closely with Courthouse Program Managers in GSA Central Office to deliver requested items prior to assigned deadlines
 - Presented acquisition information and status updates to Senior External Clients and Senior GSA Officials
- Performed pre-award and post-award acquisition activities for \$20M+ new construction and major renovation projects
 - Managed pre-award communication and interaction with offerors for construction and A/E services
 - Awarded and administered A/E Service contracts using Design Excellence Policy and Brooks Act Procedures
 - Performed procurement planning and pre-award activities for Construction Manager as Constructor contracts
 - Created a Rule 4 File to successfully appeal a claim
 - Reviewed and approved payments and modifications for construction and professional service contracts
 - Led negotiations for a final settlement agreement, and successfully closed the contract out
- Awarded and administered Federal Supply Schedule orders for Professional Services using best value practices and tradeoffs

General Services Administration - Public Buildings Service

230 S. Dearborn St, Suite 3300, Chicago, IL 60604

05-2007 - 03/2010

Hours per week: 40

Series: 1101 - Program Specialist Pay Plan: GS Grade: 5, 7, 9, 11

- Developed policy and procedures for Administrative and Physical Capital Asset Management team for use within the region
 - Successfully recommended policy to senior leadership
 - Provided training and guidance to team members
- Developed and implemented a regional website for tracking and processing documents for input into the financial system